



**Executive Committee Meeting**

**March 21, 2023**

**Committee Meetings will be hosted as a hybrid format where public may attend in person at:**

**Robeson County Partnership for Children, Inc. Board Room**

**210 E. Second Street**

**Lumberton, NC 28358**

**OR**

**Virtually Via Zoom:**

**https://us06web.zoom.us/j/85208448924?pwd=NkNteGJLeTAreHlzTUE0M1dSeCszQT09**

**Meeting ID: 852 0844 8924**

**Passcode: 325477**

**Call In: 1 301 715 8592**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from the January 17, 2022 committee meeting.

**Action Items**

1. **Contract Activity Description (CAD) Revision Request – Environment Quality Star Tracks (EQST)**

**Background:** The Board of Directors must approve all CAD revisions.

**Issue:** The EQST activity requests to update their CAD to include the following statement: “A Provider Recognition Event may be held as funds allow.”

**Recommendation:** It is recommended that the committee review and consider approving the Environment Quality Star Tracks CAD revision request.

1. **Budget Reversion Request – Program Coordination & Evaluation (PC&E)**

**Background:** The Board of Directors must approve all budget reversions.

**Issue:** RCPC requests to amend the PC&E budget by reverting $15,857.00. PC&E requests to decrease the following services line item: office supplies & materials by $2,318.00, service related supplies by $3,000.00, travel by $568.00, meeting/conference expenses by $3,000.00, employee training (no travel) by $997.00, classified advertising by $4,820.00, dues & subscriptions by $59.00, and furniture/equipment under $500 per item by $1,095.00. A budget reversion is requested due to the addition of RCPC’s new outreach activity budget.

**Recommendation:**  It is recommended that the committee consider approving the PC&E budget reversion request.

1. **Budget Amendment Request – Community Outreach & Engagement (Outreach)**

**Background:** The Board of Directors must approve all budget amendments.

**Issue:** RCPC requests to amend the Outreach budget by increasing the budget by $15,857.00. RCPC requests to increase the following line items: office supplies & materials by $2,318.00, travel by $598.00, printing & binding by $626.00, meeting/conference expenses by $6,341.00, classified advertising by $4,820.00, dues & subscriptions by $59.00, and furniture/equipment under $500 per item by $1,095.00to allow funding for NCPC requested reclass expenses for office supplies, Smart Start Day, travel, ect. For July-Dec 2022.

**Recommendation:**  It is recommended that the committee consider approving the Outreach budget amendment.

1. **Budget Revision Request – Ready, Set, Go (RSG)**

**Background:** The Board of Directors must approve all budget amendments and revisions.

**Issue:** Riverbend Services requests to revise the RSG budget by decreasing the following line items: personnel by $2,280.00, service related supplies by $750.00, travel by $1,500.00, printing and binding by $200.00, advertising & outreach by $420.00. Riverbend requested to revise the RSG budget by increasing the following line items: contracted services by $250.00, communications & postage by $300.00, utilities by $300.00, repair & maintenance by $1,400.00, meeting/conference expense by $300.00, equipment rental by $100.00, dues, subscriptions & fees by $1,250.00, and insurance & bonding by $1,250.00. A budget revision is requested to accommodate funding for accounting service, utilities, routine maintenance, equipment rental, dues for memberships, required insurances, and conference fees and expenses.

**Recommendation:** It is recommended that the committee consider approving the RSG budget amendment and revision request.

1. **FY 2023 -2024 Budget Recommendations to Board of Directors**

**Background:** In January 2021, the Grants Review Committee performed a comprehensive review of Smart Start grant applications and budget requests and made a 3-year recommendation to the Executive Committee.

**Issue:** Based on prior recommendations, the Grants Review Committee requests that the Executive Committee consider the following budget amounts for FY 2023-2024. The Grants Review committee also recommends that the Executive committee approve up to this amount allowing for budget changes during initial and full budget allocations by North Carolina Partnership for Children, Inc.

**Recommendation:** It is recommended that the Executive Committee review the 2023-2024 budget recommendations and consider approving/revising the amounts for FY 2023-2024:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Current 2022-2023 Budget (to the nearest whole dollar)** | **Budget Amount Recommended from Grants Review Committee** | **Budget Amount Recommended to Board of Directors for 2022-2023** |
| Administration Fundraising | $27,696.00 | $26,676.00 |  |
| Administration | $222,451.00 | $210,045.00 |  |
| Color Me Healthy Robeson | $67,215.00 | $64,735.00 |  |
| Environment Quality Star Tracks | $226,701.00 | $227,189.00 |  |
| Professional Development | $219,000.00 | $215,000.00 |  |
| Ready, Set, Go | $141,700.00 | $125,800.00 |  |
| Dolly Parton Imagination Library | $1,324.00 | $5,000.00 |  |
| Community Outreach & Engagement | $107,485.00 | $0 |  |
| Parents As Teachers | $167,214.00 | $150,800.00 |  |
| Nurse Family Partnership | $107,884.00 | $107,884.00 |  |
| Seeds 4 Success | $48,134.00 | $33,134.00 |  |
| Program Coordination, Evaluation, & Community Outreach | $195,706.00 | $235,002.00 |  |
| NC Pre-K Transportation | $40,460.00 | $156,400.00 |  |
| Subsidy | $1,164,979.00 | $1,052,239.00 |  |
| Subsidy Admin | $112,254.00 | $57,937.00 |  |
| Unallocated |  |  |  |
| Total Amount Allocated | $2,850,203.00 | $2,667,841.00 |  |
|  | (Included carryforward funding) | (Does not include new recurring funds) |  |

1. **Annual Review of Bylaws**

**Background:** The Board of Directors review the Bylaws policies on an annual basis.

**Issue:** There are no recommended changes at this time.

**Recommendation:** It is recommended that the committee consider approving the annual review of the Bylaws without changes.

1. **Annual Review of Volunteer Policies**

**Background:** The Board of Directors review the Volunteer policies on an annual basis.

**Issue:** There are no recommended changes at this time.

**Recommendation:** It is recommended that the committee consider approving the annual review of the Volunteer policies without changes.

1. **Annual Review of ED Succession Plan**

**Background:** The Board of Directors review the ED Succession Plan on an annual basis.

**Issue:** There are no recommended changes at this time.

**Recommendation:** It is recommended that the committee consider approving the annual review of the ED Succession Plan without changes.

1. **2022-2023 Treasurer’s Report**

**Background:** The Executive Committee reviews the financial report for RCPC.

**Issue:** The treasurer’s report for the 2022-2023 fiscal year is included.

**Recommendation:** It is recommended that the committee review the treasurer’s report and consider approving.

**Non-Action Items**

Final Audit Report

Succession Plan

**Announcements**

**Adjournment**

The next meeting will be held on May 16, 2023.